

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	2386	B. Billet Title	Operations Officer, Ecology Investigation
C. Grade Requested	O2 - LTJG	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	110 Shaffer Rd.	B. Street Address	
C. City	Santa Cruz	D. State	California
E. Country	United States	F. Zip Code	95060
G. Office	+1 (831) 420-3998 x	H. Mobile	
I. Fax			

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor					
1. Name	John Field	2. Position	Supervisory Research Fish Biologist	3. Grade	
4. Email	john.field@noaa.gov	5. Office	+1 (831) 420-3907 x	6. Mobile	
B. Reporting Officer (2nd Level Supervisor)					
1. Name	Steve Lindley	2. Position	Director, Fisheries Ecology Division	3. Grade	
4. Email	steve.lindley@noaa.gov	5. Office	+1 (831) 420-3921 x	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)					
1. Name	CAPT Carl E. Newman	2. Position	XO, NMFS	3. Grade	O6
4. Email	carl.e.newman@noaa.gov	5. Office	+1 (301) 427-8060 x	6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office	NMFS	2. Office, Center, or Lab	Southwest Fisheries Science Center
3. Division	Fisheries Ecology Division	4. Branch	
5. Section or Team	Groundfish Analysis		
B. NOAA Goal/Subgoal		C. Program	
D. NOAA Org Code		E. NFC Org Code	
F. Project-Task			

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Fisheries Ecology Division's research is focused on Pacific coast groundfish and Pacific salmon. Groundfish under study include rockfishes, flatfishes, Pacific whiting, sablefish, and lingcod; salmon include coho, chinook, and steelhead. Results of this research are used by the Pacific Fishery Management Council to manage fisheries and by NMFS to manage threatened and endangered species. Fisheries Ecology Division scientists study causes of variability in abundance and health of fish populations, analyze ecological relations in marine communities, and study the economics of exploiting and protecting natural resources. They also assess the stocks of species targeted by various fisheries, and assist in evaluating potential impacts of human activities on threatened or endangered species

SECTION 6 - DUTIES AND RESPONSIBILITIES

- ☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502
- ☐ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

Member of Groundfish Analysis Team: Responsibilities include assisting in the design and execution of laboratory and field experiments; maintaining experimental results in appropriate software. Participation in field collection of organisms with a diversity of methods: sailing as a scientist on the Annual Juvenile Rockfish Cruise, multi-day hook and line collection trips, electronic fishing and operation of small boats. Collaboration with other researchers at California Department of Fish and Wildlife, The Nature Conservancy, Monterey Bay Aquarium Research Institute, and commercial fishermen.

Vessel Operations Coordinator for Fisheries Ecology Division: Currently four Class I and one Class II vessels under supervision. Responsible for continued maintenance and annual inspection of vessels. Manage all vessel operators-training and currency requirements. Supervise all small boat operations.

Scientific Diver- Assisting with juvenile rockfish observation dives during summer months. Maintaining dive currency throughout the year.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)**6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☐ Yes ☒ No Number of personnel supervised Grades of supervised personnel i.e., GS-7 to GS-12, O1 to O3Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No Number of personnel led 10-15Grades of personnel led SRA-1 to SRA-V, GS 11-13**2. Fiscal**Will the Officer have budget responsibility? No Dollar Amount (K) **3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

R/V Rage-22' Boston Whaler
R/V Heron-19' Boston Whaler
R/V Osprey-18' Aluminum Jet Boat
R/V Kingfisher-16' Aluminum Jet Boat
R/V Auk- 28' Barge

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- ☒ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☒ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Prerequisites

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Prerequisites

- ☒ Scientific Diver ☒ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Diver not required, but preferred for continued assistance to maintain time series.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Fisheries or Biology background preferred. Hands-on research opportunities to both develop unique research project and assist with ongoing (20+year time series) projects.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leadership Development Comments (Optional)		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <input checked="" type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input checked="" type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls	
B. Aviation Development <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot	
C. Dive Development <input checked="" type="checkbox"/> Scientific Diver <input checked="" type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor	
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)	

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Scientific: Papers/publications-collaborate with ongoing research projects, develop unique research project to be analyzed and published in scientific journals.

Operations: Advance small boat operational and management skills. Responsible for safe operations (fishing, acoustic work, predator relocation) in a variety of settings (river and ocean work).

Opportunity for Graduate School Program, both University of California Santa Cruz and Naval Postgraduate School close.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

Successful collaboration on current research projects being conducted by the Groundfish Analysis Team.

Development of a new research project that can be published or continued.

Annual Inspections of all small boats completed in a timely manner, with all maintenance issues addressed.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature PAYNE.AMBER.MARIE.1387012024
12024

Digitally signed by PAYNE.AMBER.MARIE.1387012024
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=PAYNE.AMBER.MARIE.1387012024
Date: 2014.08.27 10:45:43 -07'00'

2. Date 2014-08-27

3. Name LTJG Amber Payne

4. Title/Position Operations Officer

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature FIELD.JOHN.CLARK.1390779956
956

Digitally signed by FIELD.JOHN.CLARK.1390779956
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=OTHER, cn=FIELD.JOHN.CLARK.1390779956
Date: 2014.08.27 11:41:18 -07'00'

2. Date 2014-08-27

3. Name John Field

4. Title/Position Supervisory Fishery Research Biologist

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature Steve Lindley

Digitally signed by Steve Lindley
DN: cn=Steve Lindley, o=SWFSC FED, ou=NOAA NMFS,
email=steve.lindley@noaa.gov, c=US
Date: 2014.08.27 14:36:33 -07'00'

2. Date 2014-08-27

3. Name Steven T Lindley

4. Title/Position Director, Fisheries Ecology Division

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature Kurt JZ con/NOAA

2. Date 2015-09-11

3. Name CDR Kurt Zegowitz, NOAA

4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1. Signature [Signature]

2. Date 2015-10-08

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)